



## **Request for Letters of Interest (RFLI)**

**RFLI No. 2013-04**

### **COMMUNITY AND LEISURE SERVICES PARKS RECREATIONAL PROGRAMS**

**Issue Date:** November 20, 2012

**Response Due Date:** **December 9, 2012 at 2:00 PM**

#### **I Overview**

The Town of Miami Lakes ("Town") Department of Community & Leisure Services is soliciting responses ("Response") from business entities or organizations ("Respondents") to enter into a contract with one or more vendors ("Vendor(s)") to provide summer camp, after school and community programs ("Programs") for children, adults and senior citizens. The Town anticipates entering into a contract(s) for a period not to exceed three (3) years. The business entities or organizations would be responsible for providing some or all of the Programs outlined below.

This solicitation consists of two (2) phases. The first phase ("Phase I") is this Request For Letters of Interest ("RFLI"). The second phase (Phase II") will consist of Responses, from the Proposers who are shortlisted from Phase I, for the purposes of entering into competitive negotiations. Article XI provides the details on the evaluation and selection of those Respondents selected for Phase II as well as selection of the successful Vendor(s).

Respondents may submit to participate in any one or all of the three Programs identified in Section II, Scope of Services. Respondents must clearly identify in the Questionnaire which Programs they are interested in providing to the Town.

#### **II Scope of Services**

The Town's Department of Community and Leisure Services has successfully provided summer camp programs, after school programs, and community programs for hundreds of children, adults, and senior citizens through its partnership with many local and community organizations. With the construction of a new youth center and clubhouse on the horizon and with renovations scheduled to take place other existing facilities, the Town is looking to not

only continue to offer its current programs but to enhance and expand current offerings to meet the ongoing needs and desires of the community.

The Town is currently in the process of selecting a new Park Registration Software program, which will be used by participants to register for most of the Park programs. The Vendor(s) selected to provide Services as a result of this solicitation will be required to work with the new reservation system once it is selected and implemented.

Below is a list of the types of programming the Town is seeking to offer.

#### Summer Camp Program

The Summer Camp Program is held at three Park locations: Miami Lakes Youth Center (Summer 2015), Royal Oaks Park and Community Center (Summer 2013, Summer 2014, and Summer 2015), and Miami Lakes Optimist Park & Clubhouse (Summer 2014, Summer 2015). Fees are paid by the participants in the Program. The Summer Camp Program encompasses the following:

- Averages 50 children between the ages of 4 and 12 years of age.
- Operates 5 days per week for 10 weeks, except legal holidays recognized by the Town.
- Dates follow the Miami-Dade Public Schools Calendar.
- Field Trips.
- Nutritious daily snack and lunch.
- Program Times are typically 7am-6pm
- Transportation for field trips.

#### After School Program

The After School Program is held at three Park locations; Royal Oaks Park and Community Center(commencing with the 2012/2013 school year), and Miami Lakes Optimist Park & Clubhouse (commencing with the 2013/2014 school year), and Miami Lakes Youth Center(commencing with the 2013/2014 school year). Fees are paid by the participants in the Program. The After School Program encompasses the following:

- Averages 50 children between the ages of 5 and 15 years of age.
- Minimum hours are from 2:30 pm to 5:30 pm, Monday to Friday, except legal holidays and Miami-Dade County Public Schools ("MDCPS") recess/breaks.
- On early release days the program starts at noon and on school holidays and vacation periods the Program starts at 7:30 am, except legal holidays recognized by the Town.
- Transportation of participants from school.
- Daily nutritious snack and lunch on days that start at 7:30 am.
- \_Proposer should offer the following types of activities:
  - Activities that encourage learning and development
  - Activities that encourage overall health and wellness
  - Wholesome, fun, leisure activities which include but are not limited to: sports, indoor activities, crafts, arts, dance, cultural arts, specialized lessons, clubs, community service activities, educational, and general recreation

## Community Programs

The Community Programs schedule will follow the MDCPS Elementary and Secondary School Calendar and legal holidays recognized by the Town. The Community Programs are separated into 3 categories; Fixed Programs, Vendor Designed Programs, and Programs for Individuals with Special Needs.

### *Fixed Program*

The fixed programs, which consist of both Youth and Adult classes are identified in Exhibit A. These classes will be held at Miami Lakes Youth Center beginning the first week of the school calendar year and ending the last week of the school calendar year. These classes will be free to participants with the fees being paid by the Town.

### *Vendor Designed Program*

Classes designed and proposed by the Vendor, which are geared towards adults, seniors, and/or children. Exhibit C includes classes that are vendor designed that we currently offer that we would like to see continued. The proposed classes should be creative and offer a wide range of enrichment opportunities that reflect positive themes and are aimed towards improving the quality of life of the participants. Any proposed classes, including dates, times, locations, and fees will be subject to the prior written approval of the Town.

**Note:** Respondents selected to participate in the Phase II of this solicitation will be required to submit details on proposed programs. In responding to this RFLI (Phase 1) Respondents are only required to submit the information identified in Section V.

### *Programs for Individuals with Special Needs*

Classes designed and proposed by the Respondents, which are geared towards adults, seniors, and/or children. The proposed classes should be creative and offer a wide range of enrichment opportunities that reflect positive themes and are aimed towards improving the quality of life of the participants. Preferred activities are those that encourage learning and development and overall health and wellness including but are not limited to: sports, indoor activities, crafts, arts, dance, cultural arts, specialized lessons, clubs, community service activities, educational, and general recreation. Any proposed classes, including dates, times, locations, and fees will be subject to the prior written approval of the Town.

**Note:** Respondents selected to participate in the second Phase of this solicitation will be required to submit details on proposed programs. In responding to this RFLI (Phase 1) the Respondents are only required to submit the information identified in Section V.

## **III General Guidelines and Requirements**

Respondents must have written plans for the following:

- a. Policies and procedures for providing care to children and adults with special

needs, which include providing reasonable accommodations in accordance with the American Disabilities Act (ADA).

- b. Policies and procedures for providing participant/child behavior management.
- c. Policies and procedures for the recruitment, training, selection, screening, management, and retention of staff.
- d. Policies and procedures which are consistent with and enforce health and safety standards established by federal, state, and local regulations.
- e. Emergency plan for severe weather conditions, missing children, sick children or participants, and other unplanned emergencies.
- f. Procedures for managing enrollment and waiting lists.
- g. Marketing plan that promotes the Programs.
- h. Employees must be able to successfully pass a Level 2 background screening in accordance with the criteria within the Town's background check policy AO #07-01.

An overview of the Town's Park facilities where the Programs will be held is included in Exhibit B.

#### **IV Existing Providers**

The current programs are provided by a combination of Town staff outside companies, many of who provide specialized programs.

As a result of this solicitation the Town's existing employees who are providing the programs will be phased out and the Town strongly urges firms who are interested in providing the Programs to the Town to reach out to these Town employees for assistance in providing the new Programs to the Town.

The Town has had great success with the companies who have been providing specialty programs to the Town. The Town encourages, but does not require potential providers to reach out to these companies to incorporate some of their programs into the Services you would provide the Town.

We have identified the current Town employees and their contact information in Exhibit A and the specialized program vendors and their contact information in Exhibit C.

#### **V Minimum Qualifications**

Respondents must have provided during the continuously operated over the past five years as a provider of programs for children and adults that at minimum include, but not limited to: summer camp programs of at least 50 children, programs for children and adults, programs for individuals with special needs, after school programs of at least 50 children. To meet this requirement the Vendor must have provided these programs for each year commencing in 2008.

Respondents must be licensed and certified to operate these programs in Miami-Dade County.

## **VI Submission Requirements**

Each Respondent must provide the information required by the Questionnaire contained in Exhibit D of this RFLI. Responses to the questionnaire are to be presented in the same format and order as contained in the Questionnaire.

## **VII Subcontractors Shall Be Identified**

In its Response to this RFLI, the Respondent shall identify any Subcontractors, as applicable that it anticipates would be used in the performance of the proposed Scope of Services. Additional details will be required to be submitted as part of Phase II. .

## **VIII Cone of Silence**

Pursuant to subsection (t) "Cone of Silence" of Section 2-11.1 "Conflict of Interest and Code of Ethics Ordinance" of Miami Dade County, Cone of Silence" is imposed upon this solicitation and shall be effective until such time as the City Manager issues a written recommendation. The Cone of Silence prohibits any verbal communications regarding this solicitation with Town staff. As such, all communications must comply with Section VIII below. Further information on the Cone of Silence can be found on the Miami-Dade County Procurement Management Department website.

## **IX Requests For Additional Information**

Pursuant to the Cone of Silence requirements stated above, any requests for additional information or clarifications must be received in writing at [procurement@miamilakes-fl.gov](mailto:procurement@miamilakes-fl.gov). The Town will review all such requests and should it be determined that additional information needs to be issued, the Town will issue Responses in the form of an addendum, which will be posted on the Town's website at [http://www.miamilakes-fl.gov/c-our\\_govt/admin-procurement.php](http://www.miamilakes-fl.gov/c-our_govt/admin-procurement.php) .

## **X Procurement Authority**

This solicitation is issued in accordance with Town's Procurement Ordinance 12-142 ("Ordinance"). Respondents should refer to the Ordinance for Local Preference requirements or any other actions permitted under the Ordinance.

## **XI Collusion**

The Respondent, by signing their Response, certifies that its Response is made without previous understanding, agreement or connection either with any person, firm, or corporation submitting for the same services, or with any department, committee, or representative of the Town. The Respondent certifies that its Response is without control, collusion, fraud, or other illegal action. The Respondent further certifies that it is in compliance with the conflict of interest and code of ethics laws. The Town will investigate all situations where collusion may have occurred and the Town reserves the right to reject any and all Responses where collusion may have occurred.

## **XI Evaluation**

Town staff shall evaluate each Response to determine the three most qualified Respondents, whom will be invited to further participate in Phase II, the competitive negotiation process, for the award of a contract(s). The Town will short-list up to three (3) firms for each Program to enter into Phase II.

Respondents shall be evaluated on the basis of the minimum qualification requirements as stated in (Section IV) and their Responses to the RFI. Town staff will be responsible for recommending to the Town Manager the most qualified Respondents with whom to seek further submittals under Phase II, and to competitively negotiate a contract(s).

The Town shall negotiate with each of the Respondents short-listed for Phase II.

Upon conclusion of negotiations Town staff will recommend to the Town Manager the Respondents whom have offered the best opportunities to the Town. This determination shall be made based on the Respondents experience, knowledge and understanding; the Programs to be provided, and the contract terms and conditions, inclusive of the costs to the Town and Program participants.

The Town reserves the right to reject any or all Responses and re-issue a new solicitation for these Programs.

## **XII Receipt of Responses**

Provide one (1) original, one (1) digital CD copy in .pdf format, and 6 copies, signed, dated, and sealed with required documents to the Town Clerk's office, 15150 NW 79<sup>th</sup> Court, Miami Lakes, Florida 33016.

Responses must be clearly marked on the outside of the envelope/package referencing RFI No. 2013-04, Community and Leisure Services Parks Recreational Programs. Failure to submit by the due date and time, and at the specified location, will result in the Response being rejected as non-responsive.

**COMMUNITY AND LEISURE SERVICES  
PARKS RECREATIONAL COMMUNITY PROGRAMS**

**Exhibit A**

**Youth Classes**

Ballet 1 Young Beginners 4 and Over

Mondays

4:30 pm to 5:30 pm

Ballet 2 Intermediate 6 and Over

Mondays

5:30 pm to 6:30 pm

Ballet 3 Intermediate 6 and Over with

Teacher Approval

Wednesdays

4:30 pm to 5:30 pm

Ballet 4 Advanced 7 and Over with

Teacher Approval

Wednesdays

5:30 pm to 6:30 pm

Jazz 1 Beginners 4 and Over

Tuesdays

4:30 pm to 5:30 pm

Jazz 2 Intermediate 6 and Over

Tuesdays

5:30 pm to 6:30 pm

Martial Arts Advanced 7 to 14 Years Old

Tuesdays and Thursdays

5:30 pm to 6:30 pm

Jazz 3 Intermediate 6 and Over with  
Teacher Approval

Thursdays

4:30 pm to 5:30 pm

Jazz 4 Advanced 7 and Over with  
Teacher Approval

Thursdays

5:30 pm to 6:30 pm

Martial Arts Tots 5 to 6 Years Old

Mondays and Wednesdays

4:30 pm to 5:30 pm

Martial Arts Beginners 7 to 14 Years Old

Mondays and Wednesdays

5:30 pm to 6:30 pm

Martial Arts Intermediate 7 to 14 Years  
Old

Tuesdays and Thursdays

4:30 pm to 5:30 pm

**Adult Classes**

Spanish Beginners for Adults Ages 18  
and Over

Tuesdays and Thursdays

6:00 pm to 8:00 pm

Spanish Intermediate for Adults Ages 18  
and Over

Mondays and Wednesdays

6:00 pm to 8:00 pm

Painting 1 for Adults Ages 18 and Over

Fridays

9:00 am to 12:00 pm

Painting 2 for Adults Ages 18 and Over

Fridays

12:30 pm to 3:30 pm

Line Dancing for Adults Ages 18 and  
Over

Tuesdays and Thursdays

11:30 am to 12:30 pm

Yoga for Adults Ages 18 and Over

Mondays and Wednesdays

7:30 am to 8:30 am

**COMMUNITY AND LEISURE SERVICES  
PARKS RECREATIONAL COMMUNITY PROGRAMS**

**Exhibit A (continued)**

**Contact information for Town Employees who are instructors for the classes listed above:**

**Ballet & Jazz**

- Melissa Zunigas – [Zunigas721@gmail.com](mailto:Zunigas721@gmail.com)
- Christina Herrera – [Chrisy1285@aol.com](mailto:Chrisy1285@aol.com)

**Martial Arts**

- Anthony Lee - [Lee08319@aol.com](mailto:Lee08319@aol.com) or (786) 269-6763
- Illeana Portier – [Porvilla577@hotmail.com](mailto:Porvilla577@hotmail.com)

**Spanish**

- Maria Nodarse-Cintado – [Maria\\_nodarse@yahoo.com](mailto:Maria_nodarse@yahoo.com)

**Painting**

Ginette Lillo – [ginlillo@bellsouth.net](mailto:ginlillo@bellsouth.net) or (305) 557-9624



## **COMMUNITY AND LEISURE SERVICES PARKS FACILITIES**

### **Exhibit B**

#### ***Miami Lakes Optimist Park and Clubhouse (Available Beginning School Year 2013/2014)***

Location: 6411 NW 162<sup>nd</sup> Street

Square footage and Description of Facility: 4,000 square foot clubhouse with 1 meeting room and indoor restroom facilities. Outdoor facilities include a Boundless Playground, softball/baseball fields, open field areas, 4 tennis courts, walking path around park, outside pavilion areas, picnic benches/tables, marina for open fishing.

Capacity: 50

Facilities Available: 1 indoor meeting room, indoor restroom facilities, outdoor facilities.

#### ***Royal Oaks Park and Community Center (Available Beginning School Year 2012/2013)***

Location: 16500 NW 87<sup>th</sup> Avenue

Square footage and Description of Facility: 3 year-old, LEED-gold, 8,000 square foot multi-use community center with 4 meeting rooms, indoor restroom facilities, and kitchen facilities (microwave, sink, and refrigerator only). Outdoor facilities include a playground, 4 athletic fields, butterfly garden, half-court basketball court, ¾ mile walking path around park, and fitness stations.

Capacity: 50

Facilities Available: 2 indoor meeting rooms, kitchen facilities, indoor restroom facilities, outdoor facilities.

#### ***Miami Lakes Youth Center (Available Beginning School Year 2013/2014)***

Location: 6075 Miami Lakes Drive East

Square footage and Description of Facility: Brand new, 3,800 square foot youth center with computer/meeting room, lounge area, game room, indoor restroom facilities. Outdoor facilities include a covered pavilion area, playground, and half-court basketball court.

Capacity: 50

Facilities Available: indoor and outdoor facilities

**COMMUNITY AND LEISURE SERVICES  
VENDOR DESIGNED PROGRAMS**

**Exhibit C**

List of programs that are currently offered by the Town of Miami Lakes and that the Town would like to see offered at a fee to participants:

**Youth Classes**

Arts Program

Saturdays

10:30 am to 11:30 am – Ages 3 to 6

11:30 am to 12:30 pm – Ages 7 to 13

Miami Lakes Park East and Community Center/Miami Lakes Park West and Community Center

Golf Instructional Program

Wednesdays

4 pm to 5 pm

Royal Oaks Park

Tennis Instructional Program

Mondays through Fridays

3 pm to 5 pm

Miami Lakes Optimist Park

**Adult Classes**

Yoga for Adults Ages 18 and Over

Tuesdays and Thursdays

7:30 am to 8:30 am

Miami Lakes Community Center West

Jazzercise Ages 16 and Over

Mondays, Wednesday, Thursdays

7:00 pm to 8:00 pm

Royal Oaks Park Community Center

Jazzercise Ages 16 and Over

Sundays

9:30 am to 10:30 am

Royal Oaks Park Community Center

Golf Instructional Program

Royal Oaks Park

**COMMUNITY AND LEISURE SERVICES  
PARKS RECREATIONAL COMMUNITY PROGRAMS**

**Exhibit C (continued)**

**Contact information for vendor who are providing the specialty classes listed above:**

**Arts Program**

Creative Minds Arts

Cheryl Woebke

[burninbyfaith@gmail.com](mailto:burninbyfaith@gmail.com)

(954) 647-6403

**Golf Instructional Program**

TGA Golf

Sean Kicker

[seankicker@pga.com](mailto:seankicker@pga.com)

(754) 242-4276

**Tennis Instructional Program**

Moya Tennis Academy

Greg Moya

[moyatennisacademy@gmail.com](mailto:moyatennisacademy@gmail.com)

(786) 380-3541

**Jazzercise**

Jazzercise, Inc.

Shannon Marcelin

[shannonmarcelin@bellsouth.net](mailto:shannonmarcelin@bellsouth.net)

(305) 318-2566

**COMMUNITY AND LEISURE SERVICES  
PARKS RECREATIONAL COMMUNITY PROGRAMS**

**Exhibit D**

Issue Date: \_\_\_\_\_

Town Contact: \_\_\_\_\_

RFLI No.: \_\_\_\_\_

Email: \_\_\_\_\_

**Responses must be received by December 9, 2012 at the Town Clerk's Office, 15150  
NW 79<sup>th</sup> Court, Miami Lakes, Florida 33016**

The following information must be provided for your organization/company to be considered. The response to Exhibit C must follow the same order as presented below, signed by your organization/company and submitted in a sealed envelope to the Office of the Town Clerk by the specified date and time above.

**1. Programs your organization/business is proposing to provide (check all that apply):**

- \_\_\_\_\_ **Summer Camp Program**
- \_\_\_\_\_ **After School Programs**
- \_\_\_\_\_ **Community Based Programs** (check the subcategories that apply)
  - \_\_\_\_\_ **Programs Free To Participants**
  - \_\_\_\_\_ **Fee Based Programs (Programs at a cost to Participants)**
  - \_\_\_\_\_ **Programs for Individuals with Special Needs**

**2. Organization**

- 2.1 How many years has your organization/business been in business?
- 2.2 How many years has your organization/business been in business under its present business name?
  - 2.2.1 Under what other names or former names has your organization/business
- 2.3 Provide the organization/business's name and address (if multiple locations, please indicate both the office location from which the services will be provide and the headquarters location), a list of officers and/or principals, and a description of geographical service areas, including national, regional and local offices. Provide copy of the Firm's Organizational Chart for the office from which the services will be provided.
- 2.4 Provide a copy of the organization/business's two most recent certified financial reports, including a balance sheet and income statement, which include three (3)

months of working capital or similar financial stability.

**2.5 Provide evidence of your organization/business's structure and governance, including but not limited to the following:**

- a. Date of incorporation or formation and principal place of business
- b. General Partners, Limited Partners
- c. Directors, Officers, and Principals
- d. Affiliates, Subsidiaries, and Parent Corporations or Organizations
- e. Professional registrations, and licenses to conduct business in the State of Florida, and Miami-Dade County.
- f. Federal Identification Number, Social Security Number or other business number.

**3. Licensing**

**3.1 List and provide copies of all licenses authorizing your organization/business to provide the Programs required under this solicitation. Provide copies of business certificates applicable to your organization/business ability to provide the services required under this solicitation or that demonstrate your organization/business's experience in providing the services required by this solicitation.**

**4. Experience**

**4.1 Provide a list of Summer Camp Programs provided/providing during the past five years, which includes the following information. Identify if the costs for the participants was paid by the Public Entity or by the participant.**

- a. Name of Public Entities to which services were provided.
- b. Number of locations at which the programs were provided for each Public Entity.
- c. Number of participants per location, age range of participants, costs for participation.
- d. Number of weeks, hours per day, and days per week.
- e. Types of activities, classes and other amenities provided to the participants.
- f. Educational programs provided.
- g. Types of meals or snacks provided.
- h. Were field trips provided with or without transportation and any costs to participants specifically for the field trips.
- i. Types of reasonable accommodations to individuals with special needs.
- j. Name, telephone number, email address of point of contact for the Public Entity familiar with the services provided.

**4.2 Provide a list of After School Programs provided/providing during the past five years, which includes the same information required in above in 4.1.**

**4.3 Provide a list of Community Programs provided/providing during the past five years, which includes the same information required in above in 4.1.**

- a. Respondents submitting for Programs for Special Needs are to include an additional section (4.4) in its Response identify the same information required for 4.1.

## **5. Subcontractors**

- 5.1 Provide a list of subcontractors the Proposer anticipates using to Provide the Program(s).
- 5.2 Provide a list of programs, similar to those they would be providing to the Town, provided during the past five years, and include the following information:
  - a. Name of Public Entities to which services were provided.
  - b. Number of locations at which the programs were provided for each Public Entity.
  - c. Number of participants per location, age range of participants, costs for participation.
  - d. Number of weeks, hours per day, and days per week.

## **6. Litigation/Health and Safety**

- 6.1 Provide a list, by year, of all lawsuits and claims filed against the organization/business during the past five (5) years, current status and outcome if resolved.
- 6.2 Provide a list, by year, of all health and safety violation/citations/warning received during the past five (5) years for any of the programs identified in response to Section 4 above. The list should identify who issued the violation/citations/warning, reason why it was issued, current status, and resolution.
- 6.3 Provide a list of all injuries/illnesses that occurred which required a trip to the hospital, urgent care center, or a response by Fire/Emergency Rescue. Identify, by year, the cause of the incident, as well as the outcome of the incident.
- 6.4 Provide a list, by year, of incidents other than those listed in 5.3 that required a response by the local or school police. Describe the incidents that occurred and the final resolution of the incident.

